



Report to the Auburn City Council

Action Item

7

Agenda Item No.

City Manager's Approval

To: Honorable Mayor and City Council Members
From: Rich Ramirez, Interim City Manager
Date: February 24, 2014
Subject: Retaining Interim Accounting Services Agreement

The Issue

Mid-March the City's Administrative Services Director (ASD) will be leaving City service. The City will need to "backfill" with staffing resources for the Department of Administrative Services to: a) keep the Mid-Year Budget on schedule; b) to complete the timely preparation of the FY 2015 Budget; c) to close out and keep current other fiscal records, e.g., PERS reporting; d) undertake the year in audit; e) transact human resource functions on a timely basis; e) to address/improve ongoing documentation, General Ledger posting and IT needs of the City.

Conclusions and Recommendations

The Interim City Manager is seeking authorization, by resolution, to retain staffing resources (temporary and contract) for the Administrative Services Department (Finance) not to exceed \$50,000. Funding to cover the aforementioned shall come from salary savings within the Administrative (Finance) Services Budget (see Resolution).

Background

Due to circumstances beyond the control of the City, there has been more than the usual turnover in the Administrative Services/Finance Department:

- June 2013, the City's long time Administrative Services Director (ASD), announced his separation from City for another position;
- July 2013 the City Manager (CM) backfilled the position with an Interim ASD (Anna Jatczak) concurrently retaining a recruiter, Dave Mackowiak, to find a replacement for the position vacated by Mr. Heath;
- Regrettably, after about two months (c. September 2013) the Interim ASD (Jatczak) left the position;

- Following the departure of the Interim ASD, the City retained the services of the former long-time ASD, Andy Heath, to “fill-in and “help-out” the Administrative Services Department on a part-time basis. Mr. Heath was retained at an hourly contract rate of \$85 per hour not to exceed \$30,000. This arrangement was terminated once a new ASD was hired;
- Following Mr. Mackowiak’s recruitment of a new ASD, the City retained Ms. Kimberly Juran as the new ASD November 2013.
- Late January 2013, Ms. Juran informed the CM that she too would be leaving due to family considerations.
- February 11th, the City’s new Interim CM started;

Based on the above, and in light of a number of pressing matters before the ASD including but not limited to: filling several potential line staff positions due to retirements or separations, labor negotiations, mid-year and FY 2015 budget preparation, managing the City’s investment portfolio, and handle the day to day business transactions of the ASD, there is a need for ongoing financial and accounting support to the City.

Such support will be needed until a new Administrative Services Director is hired sometime after a new regular full-time City Manager is retained.

To expedite the process of securing staffing support, the City has begun the process of contacting/interviewing various potential staffing resources to find temporary/interim staff support for the Department. The ASD Staff support will be in two areas: 1) taking care of the general ledger, postings budget and accounting management, IT and human resource functions and the other day to day, but critical tasks within the Department and; 2) securing the dedicated support for the preparation of the FY 2015 Budget. To that end, Andy Heath would be retained at a rate \$85 per hour to assist the Interim City Manager in the preparation of the FY 2015 budget while assisting in the mid-year budget preparation.

Concurrently, the Interim City Manager will commence the preparation of a recruitment schedule and undertake the recruitment **up to the point of interviews with candidates**. The purpose of this effort is to have in place, upon the arrival of a new regular fulltime City Manager (CM), candidates that the new CM can interview and retain for the City’s finance functions.

Alternatives

Do not approve the attached resolution and direct the Interim City Manager to have Staff absorb all outstanding and ongoing ASD function with existing staffing resources.

Fiscal Impact

Savings from the vacant Director position will cover the cost of interim staffing. Staff anticipates that the hourly rate for interim staffing services will range from \$75 - \$95 per hour.

Attachments

Resolution

1 RESOLUTION NO. 14-

2 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN
3 AUTHORIZING TEMPORARY STAFFING SUPPORT

4 THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:
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6 Whereas, due to circumstances beyond the City of Auburn control, the
7 Department of Administrative Services has experienced turn over in
8 management during the last nine months;

9 Whereas, the City Council received a request for securing staff support for the
10 Department as contained in the February Staff Report to the City Council,
11 which by references is herein made a part of this Resolution;

12 Now Be IT Resolved, that the City Council of the City of Auburn hereby
13 authorizes the Interim City Manager to retain temporary staffing support not to
14 exceed \$50,000.

15 DATED: February 24, 2014
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17 _____
18 Bridget Powers, Mayor

19 ATTEST:
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21 _____
22 Stephanie L. Snyder, City Clerk

23 I, Stephanie L. Snyder, City Clerk of the City of Auburn, hereby certify
24 that the foregoing resolution was duly passed at a regular meeting of the City
25 Council of the City of Auburn held on the 24th day of February, 2014 by the
26 following vote on roll call:

27 Ayes:

28 Noes:

Absent:

Stephanie L. Snyder, City Clerk